



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Budget Process Coordinator

Business Group	Te Pou Kaupapahere
Location	Wellington
Salary band	A6

Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga
We shape an education system that delivers excellent and equitable outcomes

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

Tēnei Tūranga | About the role

The Budget Process Coordinator provides efficient and effective administration, planning, co-ordination and support to multiple work streams, and administration support to the Budget Strategy and Coordination team.

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Ngā Haepapa | Accountabilities

As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As the Budget Process Coordinator you will be responsible for:

Planning, monitoring, tracking and reporting

- Project planning and scheduling
- Implementing appropriate risk, issue, change, dependency, quality, communications and contract controls
- Assisting with the completion of project methodology deliverables and planning documentation
- Preparing the required status and progress reports (including risks and issues)
- Tracking budget process tasks
- Tracking programme progress against plans and milestones using established document templates
- Tracking and coordinating SME responses and communications to Ministers and other stakeholders
- Preparing and distributing formal and informal communications

Records Management

- Ensure consistency across project filing structures in accordance with any policy documents
- Maintains accurate databases, records and filing systems
- Maintains up-to-date forms, guides and templates as required

Administrative support

- Organise meetings, venues, papers for meetings, as required
- Provide administrative support to senior officials, as required
- Prepare and distributing papers and agendas for meetings
- Keep notes / minutes (including action points) for meetings, as required
- Draft correspondence, documentation or other material as required

Customer Service

- Respond to queries from internal and external stakeholders, including the Ministers' Offices, in an appropriate and timely manner and with a strong focus on achieving outcomes

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- Refer, resolve and escalate queries and issues, that have been raised, to the appropriate person

Relationship Management

- Foster effective approaches to support communication and co-ordination across the group and other areas within the Ministry.
- Establish strong working relationships across key government agencies to ensure effective management of cross-government work streams.
- Support relationships to take full advantage of the perspectives of external stakeholders.

Professional Knowledge

- Take formal and informal opportunities across the Ministry to increase the flow of ideas and lessons from experience, and to integrate research evidence and insights into work.

Giving effect to Ka Hikitia –Managing for Success

- Contribute to lifting education system performance for Māori learners through Ministry investment, policies, practices and services.
- Through the Ministry's Tātai Pou competencies, develop the personal confidence, capability and ability to understand why, where and how to focus work to get the best outcomes for Māori learners.

You will make decisions in accordance with the Ministry's policies and delegations framework.

Wheako | Experience

To be successful in this role you will have the following experience:

- Tertiary qualification in a relevant field or equivalent experience.
- Experience with public sector planning, budgeting and reporting processes.
- Understanding of the machinery of government and overall government planning, reporting and accountability processes.
- Demonstrated strong problem-solving ability, particularly when dealing with complex issues.
- Proficient in use of office technology tools, e.g., in addition to using Microsoft office, the Coordinator will use the Ministry's electronic records management system. Familiarity with CFISnet is desirable.

Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- Demonstrated ability to build and sustain networks of internal and external contacts to enhance performance
- Resilience and composure, including the ability to maintain focus, composed approach and perspective in challenging situations
- Awareness of, and sensitivity to, the cultural values and particular needs of Māori. An understanding of the principles of Treaty of Waitangi, and their implications for the work of policy development is essential.
- Strong relationship management skills and the ability to build effective working relationships with key stakeholders of diverse backgrounds.



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Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, confident, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono Valuing Māori	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing
Pou Aroā Critical consciousness of racial equity for Māori	Developing

Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	October 2025
Approved By	HR Advisory Team